4.3.3
THE FOLLOWING TERMS HAVE CHANGED DUE TO UPDATES TO THE DCU SYSTEM:

A. COMPONENTS – This term replaces ‘Sections’ which is the term used in Banner to indicate term specific subsets of a course. Once the transfer of information from the DCU to Banner occurs, the three-digit component number from the DCU (‘Name’ field) becomes the three-digit section number in Banner.

B. SECTION – All courses are assigned a section number of ‘1’ for scheduling purposes in the DCU.

ADDITIONAL TERMS:

<table>
<thead>
<tr>
<th>DCU TERM</th>
<th>BANNER EQUIVALENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component Name</td>
<td>Section Number</td>
</tr>
<tr>
<td>Course</td>
<td>Subject + Course Number (ex. NURS10101)</td>
</tr>
<tr>
<td>Delivery</td>
<td>Meeting Dates + Meeting Locations + Instructor records</td>
</tr>
<tr>
<td>Delivery Group</td>
<td>None</td>
</tr>
<tr>
<td>Department</td>
<td>Campus + Subject + College (ex ACACCT_BU)</td>
</tr>
<tr>
<td>Instructor</td>
<td>Instructor</td>
</tr>
<tr>
<td>Pavilion</td>
<td>Building</td>
</tr>
<tr>
<td>Section</td>
<td>None</td>
</tr>
<tr>
<td>Type</td>
<td>Schedule Type</td>
</tr>
</tbody>
</table>
LOGGING ON TO DCU
1. Enter the following URL address in Internet Explorer or Firefox: [https://schedulepro.kent.edu/dcu43/](https://schedulepro.kent.edu/dcu43/)
2. At the Sign-on screen enter your Flashline User Name and Password.
3. Review the information in the Message Board.

CREATE NEW COMPONENT
1. In the ‘Courses’ tab select your department. (NOTE: Departments listed in red are view only)
2. Identify the course either from the listing in the navigation panel or from the listing in the preview pane.
3. Click on the pencil icon next to the course number to activate editing. The Course Editing screen will open.
4. In the ‘Sections’ tab, click on ‘1’ and the Section Editing screen will open.
5. In the ‘Components’ tab, click on the ‘Add’ icon and the Component Editing screen will open.

COMPONENT INFORMATION TAB
1. In the ‘Name’ field, enter the three-digit component number.
2. Using the drop down button, select schedule ‘Type’.
3. Enter maximum enrollment number.

SUNGARD HIGHER EDUCATION BANNER®
General Tab
NOTE: Drop-downs may be accessed to make selections in the appropriate fields.
1. Enter Part of Term, Status Code of A-Active, Campus Code and Instructional Method.
2. Indicate if Special Approval is required.
3. Enter Session Code, Integration Partner and add Waitlist maximum. (if needed)
4. Add credit and billing hours. (if variable) Use Section Text box to enter any 9-digit zip code or FOREIGNCN information for off campus components.
5. Enter any notes for students in the Section Long Text box.
6. For viewing in the Schedule of Classes, the Voice response and self service box must be checked. Gradable box should be checked also.

Attribute Codes Tab
View only

Registration Restrictions Tab
View only

Section Contracts Tab
NOTE: Utilized for distance learning classes.

Co-Requisites Tab
View Only

Reserved Seating Tab
NOTE: The Total Reserved Seating defaults to 1. This may be changed.
1. If utilizing restrictions choose the appropriate field for Major, Level, Class, etc.
2. Enter the number of seats to be reserved.
3. Enter number for Wait listing here also. (if needed)
NOTE: Total Reserved Seating and Total Waitlist Enrollment fields will be prefilled.

DELIVERIES
1. 01 should be displayed. If not, click on ‘Add’.
2. Select Schedule Type.
3. Verify or correct the Start and End Dates. (Full part of term Start and End dates prefill after data is SAVED.) They must be updated to correspond with the selected non-Full part of term.
4. Time Requests
Select Pattern Request, Forced Pattern Time, Forced Time or No Time Requested.

If Pattern Request is selected
Select the appropriate time request pattern.
General Tab (Cont’d)

DELIVERIES

Time Requests (Cont’d)

1. Select a pre-defined pattern. If special time requirements are needed, add request to Time Requirements box.

2. **If Forced Pattern Time is selected**
   - Click on ‘Add a forced time’. Day, Start and End times are selectable.
   - Using military time, select the start and end times for the component.
   - If additional days and times need to be forced for this component, repeat the process.

3. **If Forced Time is selected**
   - A meeting time request will not be submitted.
   - **NOTE:** You cannot enter a room request without entering a time request.

4. **If No Time Requested is selected**
   - A meeting time request will not be submitted.

Room Requests

1. Click the ‘Add a room’ icon, enter room type.
2. Select appropriate Pavilion. **NOTE:** if more than one pavilion has been designated for your department, they will all display from the drop down selection.
3. Enter the Campus.
4. Enter the Room Type. **NOTE:** only exclusive rooms and forcible type rooms in your authorized pavilions will display for your selection. Other rooms can be requested via the Registrar’s office.
5. If a room request is to be made, enter the room information and reason for the request in the Room Requirements box.
6. If special equipment is needed for the classroom, click on the ‘Add characteristic’ icon.
7. Select characteristics, but limit to no more than three. More than three makes search for appropriate room more difficult. Click OK.
   - If the characteristics are Required, check the box in the upper right corner.
8. If additional rooms are necessary for this delivery, repeat the process as needed.

INSTRUCTORS

1. Click on the ‘Add’ icon. At the top of the Instructor List, verify you are viewing the correct department.
2. Select the appropriate instructor by clicking in the box left of the name.
3. After selecting all instructors associated with the component, click on the % Assignment icon.
4. Enter the Responsibility and Session percentage for each instructor.

5. Click in the ‘Is Primary’ check box to indicate the Primary instructor and click Apply.

**COMPLETING THE DELIVERY**

1. Verify all information is correct.
2. In the Component Information tab click ‘DONE’
3. On the tool bar click ‘SAVE’.

**OPEN LEARNING COMPONENT**

1. Follow the same process to set up a component as discussed above, with the following exceptions:
   Part of Term should remain blank.

2. On the Deliveries tab, make sure the Start and End dates reflect the dates you want the Open Learning session to be held.

**OFF CAMPUS OR FOREIGN**

1. In the Banner SUNGARD Higher Education Banner® tab Session Code field, use the drop down to select ‘Off Campus’.
2. Enter the 9-digit zip code or FOREIGNCN in the Section Text field (no dashes).
3. Continue the process as you would for any component.

**VARIABLE HOURS SECTION**

Add Credit and Billing Hours, same number for both.

**DUPLICATE A COMPONENT**

1. From the course Editing screen (Course List > Edit > Course Editing screen>Sections>Components) On the components tab Click on the box left of the component to be copied.
DUPLICATE A COMPONENT (Cont’d)

2. Click on the ‘Duplicate’ Icon.
3. Enter required data, including new 3-digit component number.
4. Enter Delivery Information (Time, Location, Instructor).  **SAVE**

CREATE A DELIVERY GROUP

**NOTE:** Components within Delivery Groups must have the same delivery data.

1. Click on the Delivery Groups button in the Navigation Panel.
2. Select New from the Tool Bar.
3. In the Delivery Group Editing screen select the Group Constraint of ‘Co-Scheduled’.
4. In the Group Members tab, click on ‘Add a delivery’.
5. In the Attach List window, click on the drop down to select the Department and Course.
6. From the list, select the components to be grouped by clicking the in the checkbox to the left of the Department identifier.
7. Click **OK**.
8. Determine the primary component delivery that will be used to create the group identifier.
9. Click in the box to the left of the component delivery name.
10. Click on the ‘Use the currently selected group member to generate the group ID’ bar.
11. **SAVE**

You have just created a Delivery Group.

ATTACH TO A DELIVERY GROUP (Cont’d)

4. From the list, select the component deliveries to be added by clicking the in the checkbox to the left of the Department identifier.  Click **OK**.
5. **SAVE**

WEB-BASED and DISTANCE LEARNING

1. Proceed as usual in creating the component.
2. Access the Sungard Higher Education Banner® tab > General tab > Instructional Method
3. From the drop down, select V1, V2, V3 or whichever distance learning type applies.

- **V1**=The course will be conducted 100% on line, no scheduled meetings.
- **V2**=The course will be conducted 100% on line, but there will be set classroom meeting times when attendance will be required.
- **V3**=The course will be conducted AT LEAST 50% on line, and REQUIRE one or more face-to-face class meeting sessions.

Though **WEB** is one of the values listed in this table, **DO NOT SELECT IT**.

ATTACH TO A DELIVERY GROUP  (Cont’d)

1. Click on the Delivery Groups button in the Navigation Panel.
2. Click on the pencil icon of the delivery group you want to add a component to.
3. In the Group Members tab, click on ‘Add a delivery’.
   In the Attach List window, click on the drop down to select the Department and Course.

4. Access Section Contracts tab (Sungard Higher Education Banner® > Section Contracts).
5. Click ‘Add’.

Though **WEB** is one of the values listed in this table, **DO NOT SELECT IT**.
WEB-BASED and DISTANCE LEARNING (Cont’d)

6. Using the drop down arrow for ‘code’ select either:
   - **A1** = The course will be conducted 100% on line, no scheduled meetings.
   - **A2** = The course will be conducted 100% on line, but there will be set web-based meeting times when attendance will be required.
   - **A3** = The course will be conducted AT LEAST 50% on line, and REQUIRE one or more face-to-face class meeting sessions.

   a. Select ‘No Time Requested’ for 100% online components.

MULTIPLE DELIVERY TYPES/ SAME COMPONENT

For Courses which have multiple types of delivery. Example: Lecture and Lab, Lecture, Lab and Clinical, etc.

1. Access DELIVERIES tab.
2. 01 should be displayed. If not, click on ‘Add’.

3. Complete the Delivery information as normal. Indicate:
   - Schedule Type (Lec, Lab, etc)
   - Start/End dates
   - Time
   - Room
   - Instructor

4. Click on ‘Add’ to add another Schedule type (Lec, Lab, etc).

5. Complete the Delivery information for that Type and repeat the process as needed.

LOCATE EXISTING COMPONENTS

Locating existing components is an easy visual within the DCU. Once a department and course have been selected, all courses come into view in the Preview Pane.

If any data has been entered for the components, it will display across the screen.

Components can also be viewed from the Navigation Panel.
LOCATE EXISTING COMPONENTS (Cont’d)

Viewing from Navigation Panel

1. Click on the + next to the course number.
   
   ![Course Number: JUS 12000]

2. Click on the + next to ‘1’.
   
   ![Component Number: JUS 12000 1]

3. Component numbers will display.

   ![Component Numbers: JUS 12000
   001
   002
   003
   004
   005]

EDIT EXISTING COMPONENTS

If no component data has been entered, or if you need to edit data, you may do so by following the steps listed below:

1. Click on the pencil icon.

2. Click on the ‘1’.

3. Click on the Component number you wish to work with.

   ![Component Table: JUS 12000
   Component: 001, Max Enrollment: 50
   Component: 002, Max Enrollment: 50
   Component: 003, Max Enrollment: 50
   Component: 004, Max Enrollment: 50
   Component: 005, Max Enrollment: 50]

4. Continue the process as Normal.